

**Water/Wastewater Commissioners’  
Meeting Minutes  
July 23, 2013**

Present: Robert E. Courage, Chairman  
Dale A. White, Vice-Chairman  
Michael E. Putnam, Member  
Evelyn Gendron  
Absent: David Boucher, Director

**Call to Order:**

Chairman Courage called the meeting to order at 6:00 p.m.

**Appointments:**

Compost Distribution Policy for Milford Residents – The Commissioners welcomed Mr. David Wheeler. Mr. Wheeler described his having been a recurring participant of Milford’s first-come, first-serve, give-away composted biosolids program for many years. Going forward, he recommended the Water Utilities staff establish a time period after approval has been obtained from the NH DES to distribute compost so that Milford residents, prior to non-residents, have the opportunity to obtain compost from the Milford Water Utilities Department. Further, Mr. Wheeler suggested the Water Utilities staff notify Milford residents who are on file as having been frequent, recent participants of the compost program of the established date that the compost will be made available to non-Milford residents. The Commissioners were not opposed to allowing a prioritized opportunity to Milford residents to obtain composted biosolids. Following discussion, this topic will be placed on the August 6<sup>th</sup> Commissioners’ Meeting agenda, when Mr. Boucher, Director of the Water Utilities Department will be present.

**Decisions:**

Approval of Meeting Minutes – July 9, 2013 Meeting Minutes were tabled until the next meeting.

Smith/Beech Street Pre-Con Meeting Minutes – the meeting minutes of the July 16, 2013 pre-con meeting were approved for distribution.

Insituform CIPP Lining Project – Discussion was tabled until the next meeting. Director Boucher’s July 23, 2013 email regarding the Beech/Souhegan Street CIPP Lining price proposal received from Insituform to repair 1,000 feet of sewer pipe was reviewed by the commissioners. Scheduling and funding this proposed project will be discussed upon Mr. Boucher’s return from vacation.

**Discussion/Information Items:**

Director Notes – The Commissioners reviewed correspondence prepared by Mr. Boucher, attached to these meeting minutes as a permanent record, on the following topics: Water Main Upgrade, Curtis Well Electrical & Instrument Improvements Project, Wastewater Switchgear Project Update, Dram Cup Tank

Water/Wastewater Commissioner Meeting Minutes  
July 23, 2013

Roof, and the Septage Receiving Facility Project. Commissioner Putnam said it is important to keep the Smith and Beech Street residents informed in advance of the planned traffic interruptions and road closures during the water main upgrade with door-to-door notices and public notices in the Cabinet. The commissioners reviewed the July 23, 2013 email received from Mr. Rene LaBranche, Stantec, regarding the Septage Receiving Facility project, the July 16, 2013 memo from Mr. Chris Berg, Wright-Pierce regarding the Curtis Well Instrumentation Project punch list, as well as the July 18, 2013 memo received from Mr. Chuck Fritz, Electrical Installations, regarding the scheduled installation of the new wastewater switch gear. Chairman Courage said the first payment for the Wastewater Switchgear Project will be due in November. Vice-Chairman White said he looks forward to Mr. Boucher providing Curtis Well punch list updates at the next meeting.

Activities Report – The Commissioners reviewed the Water Utilities Department Supervisors’ Activities Report. Vice-Chairman White commented the process control funds appear to be well spent, judging by the lab supervisor’s observations of improvements to BOD & TSS.

Financial Reports – The Commissioners reviewed the 6/30/13 Water & Sewer Capital Projects Revenue and Expenses Reports as well as the 6/30/13 MS-9 Town Trust Funds Report received from the Finance Department.

### **Non--Public Session**

Vice-Chairman White made the motion to go into non-public session at 6:47 p.m. for the purpose of discussing land, per RSA 91-A:3,II(d). Commissioner Putnam seconded the motion. All voted in favor. At 6:49 pm, Chairman Courage made the motion to exit the non-public session and return to the public session. Vice-Chairman White seconded the motion. All voted in favor. Chairman Courage announced during the non-public session that the decision was made to seal the non-public meeting minutes.

### **Future Appointments/Meetings:**

The next Water and Wastewater Commissioners’ meeting will be held at 6:00 p.m. on Tuesday, August 6, 2013 at the Water Utilities Department, 564 Nashua Street.

### **Adjournment:**

Commissioner Putnam made the motion to adjourn the meeting at 6:50 p.m. Chairman Courage seconded the motion. All voted in favor.

_____ Robert E. Courage, Chairman	_____ Date
_____ Dale A. White, Vice-Chairman	_____ Date
_____ Michael E. Putnam, Member	_____ Date

Water/Wastewater Commissioner Meeting Minutes  
July 23, 2013